



# **PASSPORT APPLICATION** **PROCESS**

Please fill out the application online, it cannot be handwritten.

In order to complete the 2D Barcode Passport Application, visit the Department of State website:

**<https://pptform.state.gov/>**

- ☐ Check the **"I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers box"**.
- ☐ **Click Submit.**
- ☐ Start filling out the requested information.
- ☐ Please use the Baumholder or Kleber Passport Office mailing address which ever may apply.

**USAG Rheinland-Pfalz  
Baumholder Passport Office  
Unit 23746  
APO AE 09034**

**USAG Rheinland-Pfalz  
Kleber Passport Office  
Unit 23152  
APO AE 09227**

- ☐ If you have a valid passport of any kind please add when requested by passport application wizard.
- ☐ Follow the step by step instructions and **DO NOT** forget to print the Passport Application.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

# **CUSTOMER SERVICE INFORMATION**

## **KLEBER PASSPORT OFFICE**

**Kleber Kaserne, Building 3245, Room 113**  
**Mannheimer Strasse 67657, Kaiserslautern**

**Serving Customers by Appointments Only**

**To request an appointment or for questions please send us an email to:**

**[usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil)**

**Closed Fridays and U.S. Federal Holidays**

**For emergency situations only, please go to our customer service desk for assistance**

**Note: Walk-in services are provided for SOFA, Ration Cards and Passport Pick Up. All other services are by appointment only to include the pick up of Consular Report of Birth and Passport for newborns**

**Customer Service Hours for Walk-Ins – 0800-1145 and 1300-1545**

## **BAUMHOLDER MPD PASSPORT OFFICE**

**Smith Barracks Bldg. 8660 Bayonet Drive**  
**55774 Baumholder**

**CLOSED UNTIL FURTHER NOTICE**

**E-mail the Kleber Passport Office for assistance.**

**Closed on Fridays and U.S. Federal Holidays**

**For emergency situations only, please sign-in Room 103, a passport agent will assist you.**

**Note: Walk-in services are provided for SOFA, Ration Cards and Passport Pick Up. All other services are by appointment only to include the pick up of Consular Report of Birth Abroad and Passport for newborns**

**Customer Service Hours for Walk-Ins 0830-1130 and 1300-1600**

# PASSPORT APPLICATION PROCESS

## **FIRST TIME APPLICANT**

- ☐ A completed form DS-11 passport application.
- ☐ **Original** birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy.**
- ☐ **Original** marriage certificate or any documentation reflecting a name change **plus 1 photocopy.**
- ☐ One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at Kleber Food Court.**
- ☐ Military I.D. **plus 1 photo copy of both sides.**
- ☐ Money Order made out to: U.S. Department of State in the amount of **\$145.00** for adults.

### **OFFICIAL/MILITARY DEPENDENTS NO-FEE PASSPORT**

**All documents listed above and below except for the money order**

- ☐ **Military Dependents:** Command Sponsorship Memorandum/ Orders.
- ☐ **Civilians employees and dependents:** DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.

## **PASSPORT RENEWAL**

- ☐ A completed form DS-82 passport application.
- ☐ **Original** passports (Both passports if you have 2) **plus photocopy of each.**
- ☐ If required **Original** Marriage Certificate or any documentation reflecting a name change **plus photocopy.**
- ☐ One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at Kleber Food Court.**
- ☐ Military I.D. **plus 1 photo copy of both sides.**
- ☐ Money Order made out to: U.S. Department of State in the amount of **\$110.00.**

### **OFFICIAL/MILITARY DEPENDENTS NO-FEE PASSPORT**

**All documents listed above and below except for the money order**

- ☐ **Military Dependents:** Command Sponsorship Memorandum/ Orders.
- ☐ **Civilians employees and dependents:** DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.

# PASSPORT APPLICATION PROCESS

## CHILDREN 15 AND UNDER

- ☐ Both Parents and **CHILD** must be present if on birth certificate or a **DS-3053** from missing parent.
- ☐ A completed **form DS-11** passport application.
- ☐ The child's **Original** birth certificate or Consular Report of Birth **plus photocopy**.
- ☐ One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at the Kleber Food Court.**
- ☐ Parents' Military ID **plus 1 photocopy front and back**.
- ☐ Money Order made out to: U.S. Department of State in the amount of **\$115.00**.

### OFFICIAL/MILITARY DEPENDENTS NO-FEE PASSPORT All documents listed above except for the money order

- ☐ **Military Dependents**: Command Sponsorship Memorandum/ Orders.
- ☐ **Civilians employees and dependents**: DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.

## LOST OR STOLEN PASSPORT

- ☐ Report from the Military or German Police.
- ☐ Completed form DS-11 passport application and DS-64.
- ☐ **Original** birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy**.
- ☐ **Original** marriage certificate or any documentation reflecting a name change **plus 1 photocopy**.
- ☐ One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber MOMS at Ramstein , Photo Booth at the Baumholder Exchange, KMCC and the Kleber Food Court.**
- ☐ Military I.D. **plus 1 photo copy of both sides**.
- ☐ Money Order made out to: U.S. Department of State in the amount of **\$145.00** for adults and **\$115.00** for children.